

**STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT
(SPF SIG)
EXECUTIVE COMMITTEE MEETING**

August 21, 2007

MINUTES

PRESENT: Jason Hutchens
Cathy Boggs
Mike Cunegin
Lawren Mills
Carolyn Waller
Eric Wright
Maggie Lewis
Jeff Barber
Terry Jenkins
Bob Levy

DMHA STAFF: David Bozell
Kim Manlove
Marcia French
Tonia Smith
April Schmid
Mary Lay
Tom Turney
Veronica Coleman

I. Welcome and Introduction

In the absence of Chair Mark Frisbie, Vice Chair Jason Hutchens called the meeting to order and introduced Lawren Mills from Governor's Office who replaces Scott Tittle. Jason then asked each member to introduce themselves

II. Project Overview

Kim Manlove stated that initial site visits for the 12 funded communities have been completed by Project Staff, and the Indiana Prevention Resource Center and Indiana State University evaluation and technical assistance contractor. Kim also indicated that he hoped that he had placed time on today's agenda to discuss future planning for the Executive Committee.

Finance - Tom Turney passed out and explained the handout "Agency Object Trial Balance as of June 30, 2007 which provides a recap of year two of the project. He also distributed a copy of Allocation Summary by Service for the SPF SIG account and indicated that there will still five contracts that were still to be activated in the system. (A copy of the report is attached)

Contracting Update - Marcia French detailed the workings of the IPRC and Indiana State Contracts for Evaluation and Technical Assistance services and that a packet of contract procedure from DOA has been distributed to the funded communities. Marcia also distributed a copy of the document that was used during the initial site visits to assess community readiness and capacity which was used to created an individualized work plan for each community. She also announced that the first grantee training workshop is scheduled for September 24 and 25, 2007 at the Government Center. The funded communities will then make brief presentations to the Governors Advisory Council on September 25th.

III. Minutes of Executive Committee

Kim Manlove indicated that the minutes of Feb. 20 and April 17, 2007 meetings had previously been distributed, reviewed and corrected but were not finalized because the meetings lacked quorums. He asked for approval of those minutes in addition to minutes of the June 19th, 2007 that were attached to today's agenda. Vice Chair Jason Hutchens asked that hard copies of the earlier minutes be brought before the next meeting of the Executive Committee for final approval. A motion to accept the minutes of the June 19, 2007 was offered and approved.

IV. Workgroup Updates

A.) Training and Outreach - Marcia reporting for Paula Parker Sawyers indicated that Community Assessment Tool Kits were being developed by the IPRC for the three priorities of Alcohol, Cocaine and Methamphetamine to assist the funded communities in the development of

their Local Epidemiological Outcomes Workgroup, their Epidemiological Profile and their Strategic Plan. She also reported that Training and Outreach is working with the IRPC on the agenda for the first grantee technical assistance workshop on September 24th and 25th.

B.) Evaluation - Bob Levy reported that 2007 edition of the State Epidemiological Profile from the SEOW will be published in late October. Bob suggested that the Executive Committee empower Kim Manlove and March French to make the necessary decisions for the distribution of the report as they see fit. He felt that waiting to seek approval for the distribution of the report from the GAC would cause an unnecessary delay in getting this valuable and time sensitive document into the hands of decision makers and again urged the Executive Committee to act. Bob indicated to date 34 of 84 possible responses have been received for the annual web-based SPF SIG Project satisfaction survey. An additional email will be sent out to encourage more responses. Finally the Workgroup discussed the evaluation component of the Sept. 24th and 25th training and will work to break down the complex concepts of the SPF SIG Evaluation for the funded communities.

C.) Cultural Competency - Maggie Lewis reported that the workgroup developed a definition of cultural competency and discussed their goals for the local cultural competency workgroups in the funded communities. The workgroup hopes that communities will mirror what is being done at the state level. The workgroup will also offer to serve as a resource to the grantees. The workgroup then discussed their portion of the September 24th and 25th workshop.

D.) SEOW - Eric Wright reiterated the draft of the 2007 Epidemiological Profile is close to being finished but that data is still being analyzed. The first four chapters are complete and the other chapters should be ready by Sept. 20, 2007. Eric indicated that the initial offering of the report will be emailed, a limited number of hard copies will be printed and CDs are being considered.

E.) Youth/Young Adult - March French reported that each funded community is being encouraged to involve youth in the SPF SIG project by forming a youth council. These youth councils will assist the local epidemiological workgroups in the collection of data and will form a key component assuring project cultural competency. Eric Wright is assisting the effort by developing a guidance document with Marcia. She also reported that plans for a youth summit are also in the works.

V. Future Planning for Executive Committee

Kim Manlove asked for open discussion on the continuing existence of the Executive Committee and offered the following key questions for consideration:

- What policy or issues are being discussed by the Executive Committee that are not also discussed at GAC meetings?
- Should the Executive Committee be disbanded or come together on an as needed basis in a smaller format.
- What was this actual purpose of this committee, and is it the same as the GAC.?
- Is this meeting doing or giving anything the GAC is not?

There was group discussion on all points and general consensus that in its present format and function the work of the Executive Committee did appear to be duplicative of the GAC. Kim, Lawren Mills, Cathy Boggs, John VonArx, Jason Hutchens and Mike Cunegin will meet with Chair Mark Frisbie to discuss the future directions of the Executive Committee and make recommendations to the GAC.

Adjournment

Next Executive Committee meeting is schedule October 16, 2007, 1:00pm to 4:00pm, IGCS, Conf. Ctr., Rm 4 & 5.